



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

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February 13, 2001



In Reply Refer to:
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CA-944

EMS TRANSMISSION: 02/13/01
Instruction Memorandum No. **CA-2001-024**
Expires 09/30/01

To: Deputy State Directors, CDD District Manager, and all Field Managers

From: State Director

Subject: FY 2001 Procurement and Agreements Plans

DD: 02/26/01

Each addressee or office is requested to identify their FY 2001 procurement and agreements requirements, based upon the Annual Work Plan and anticipated program funding. This information will be used by management and the procurement staff to ensure that adequate lead time is provided for and that procurement workload is balanced to provide timely, quality processing of each office's requirements.

Each office must prepare a listing of all planned major acquisitions and agreements in excess of \$10,000.

Procurement plan information must be submitted in the format of enclosure 1-2. The instructions for completing the format are outlined in enclosure 1-1. A sample procurement plan submission is provided in enclosure 1-3. Planned agreements must be submitted in the format of enclosure 2-2. The instructions for completing the format are outlined in enclosure 2-1. A sample Agreements plan submission is provided in enclosure 2-3.

Submitting offices should coordinate their submissions with the warranted contracting officer who regularly processes their acquisition and agreement requirements.

Offices are reminded that requirements which are planned and submitted on time will receive priority handling. Those not planned and/or submitted late, will be done only as time is available.

FY 2001 Procurement and Agreements Plans are to be sent to CA-944 (Dave Peeples) no later than **February 26, 2001**. This is the first submission for the Procurement/Agreements planning document. Updates will be done on a semi-annual basis. Submissions should reflect the best knowledge and assumptions of the submitting office at the time. Questions regarding this Instruction Memorandum should be directed to Dave Peeples, State Procurement Analyst at (916) 978-4525.

Signed:
Roger Bruckner
Acting State Director

Authenticated:
Liza Raymundo
Records Management

2- Attachments

- 1 - Procurement Plan Instructions and Format (3 pp.)
- 2 - Agreements Plan Instructions and Format (3 pp.)

PROCUREMENT PLAN INSTRUCTIONS

Submitting Office

Self Explanatory

Office Code

The five character office identifier of the office responsible for initiating this procurement action. (eg. CA370).

Type Code

C Construction
N Non-Professional Services
P Professional Services/Studies/A & E
S Supplies/Equipment

Description

Descriptive name used by office as identifier (this name should remain consistent throughout the procurement cycle)

Cost Est.

Estimated cost in whole dollars, rounded to the nearest hundred.

Submission Date

Date you intend to have the procurement request in to the procuring office. Must be in MM/DD/YY format; where M = Month; D = Day and Y = Year

Desired Award Date

Self explanatory. Must be in MM/DD/YY format; where M = Month; D = Day and Y = Year

Subactivity (Subact.)

Only one per acquisition - should be the dominant funding subactivity (award documents will show all funding sources)

Contact Person

Name and telephone number of the technical person responsible for the requirement